

Appendix no. 1
to the Rector's Ordinance No. 97/2025
of 2 December 2025

Regulations for the recruitment of participants for the Polish Agency for Academic Exchange Project
“NAWA PROM – Short-term academic exchange”, co-financed by the ESF, under Task 4 –
implementation of staff exchange

The Regulations for recruiting participants for the “NAWA PROM – Short-term Academic Exchange” Project, hereinafter referred to as the Regulations, are established on the basis of agreement No. BPI/PRO/2025/1/ 00002/U/00001, concluded between the Poznań University of Economics and Business, hereinafter referred to as the University or PUEB, and the National Agency for Academic Exchange, hereinafter referred to as the Agency or NAWA, for the implementation by the PUEB of the project “NAWA PROM – Short-term Academic Exchange” in the period from October 1, 2025, to September 30, 2026, financed by the European Union, hereinafter referred to as the Project. The Regulations are subject to the rules for the use of the Agency's funds for the implementation of the Project specified in:

- 1) Announcement of the call for applications for participation in Program No. 14/2025 of March 18, 2025, entitled PROM – Short-Term Academic Exchange – Call 2025,
- 2) the Rules for the call for proposals for Programs for the National Agency for Academic Exchange, constituting Appendix 1 to the above-mentioned Call,
- 3) the Beneficiary's Handbook constituting Appendix 3 to Agreement No. BPI/PRO/2025/1/00002/U/00001.

§ 1

General rules

1. The Regulations set out the rules for recruiting Participants to the Project, the rights and obligations of Project Participants, the objectives and scope of support under the Project, the rules for verifying learning outcomes and for awarding and accounting for NAWA funds, hereinafter referred to as “Funding,” under task 4 – implementation of staff exchange, specified in the application for participation in the Project submitted by the PUEB, hereinafter referred to as the PUEB Application.
2. The recruitment of Participants to the Project is conducted in accordance with the principles of accessibility, equal opportunities, and non-discrimination, as well as in accordance with the recruitment rules for projects financed from EFS funds.
3. The entire activity will be carried out in accordance with the principles of NAWA's horizontal policies, in particular the principles of equal opportunities and non-discrimination, equal opportunities for women and men, and the accessibility of the Project for people with special needs.
4. Recruitment of participants for the project is open and, in accordance with the principle of equal opportunities, allows all students of the Poznań University of Economics and Business, as well as students of foreign universities who meet the competition requirements.
5. The total budget allocated for the implementation of Task 4 is PLN 258,500.00.

6. Funding is granted until the limit of places specified in the application for participation in the program entitled “PROM – short-term academic exchange – recruitment 2025” is filled and until the funds allocated for the implementation of the Task are exhausted.
7. Information on the limits of places and the amount of funding for mobility under the Project is provided in Appendix 1 to these Regulations.
8. Staff mobility will be possible between December 1, 2025, and July 31, 2026. The Project provides for 2-5-day mobility. Two days should be added to the period of stay for travel. Mobility carried out under this Task must be completed by July 31, 2026. The mobility period may not exceed the statutory period of employment.
9. The unit responsible for coordinating the recruitment of Project Participants and the implementation of mobility is the International Relations Office, hereinafter referred to as IRO, which implements the Project.
10. Candidates applying for funding under the planned activities will not be discriminated against on the basis of their gender, age, nationality, beliefs, sexual orientation, or disability. Persons applying to participate in the Project who, due to special individual needs, including disability, require additional support in the recruitment process and implementation of the Project are requested to notify IRO in advance of any individual needs. In the case of special needs of persons with disabilities or special needs covered by the support, the PUEB will make every effort to eliminate potential barriers and inconveniences, as far as organizational, technical, and financial possibilities allow.
11. Recruitment for the project is ongoing, which means that the selection of participants will take place from December 2025 to July 2026 and will continue until the places available in the project are filled or the budget funds are exhausted.
12. Information about competitions will be announced by IRO before each planned series of departures/arrivals on the Project's university website and through various communication channels. Each announcement will include the number of places available and the recruitment schedule.
13. If not all places in a given competition are used, they will be transferred to the next competition.
14. The implementation of staff mobility within the Project includes:
 - 1) outbound mobility of PUEB academic and research staff, covering participation in international scientific conferences (as speakers, panelists, or session chairs), attendance at research workshops and short training formats aligned with the participants’ scientific specialization and career development plans;
 - 2) inbound mobility of academic and research staff from foreign partner universities, who will take part in the International Staff Week organized at PUEB – an event dedicated to the exchange of best practices in the internationalization of education, strengthening institutional cooperation, and developing teaching and managerial competences in an international context.
15. In the case of activities carried out remotely or partially remotely in a hybrid model, the participant is not entitled to funding in the form of a scholarship, a lump sum for living and accommodation costs, or a lump sum for travel to/from Poland. Funding covers only the stationary part of the mobility.



16. The purpose of the mobility is to strengthen staff engagement in international academic exchange, increase the visibility of their scientific achievements on the international stage, develop new forms of inter-university cooperation in research, foster the internationalization of teaching activities, enhance the quality of research and teaching, improve the university's capacity to secure external funding for international projects, and reinforce PUEB's position as an active, open institution strategically developing collaboration within the global knowledge network.

§ 2

Recruitment criteria and application documents

1. Participants in mobility may include members of PUEB academic and research staff, as well as teaching staff. In the case of inbound mobility to PUEB, participants may include representatives of academic, research, and teaching staff from foreign universities.
2. Project participants are required to have employee status at the sending university both at the time of application and throughout the entire period of participation in the Project.
3. Each participant may receive funding for only one trip during the duration of the Project (it is not possible to participate in the project more than once).
4. The candidate may not apply for funding from the Project budget or undertake mobility during any type of leave (e.g., research leave, maternity, parental, paternity, unpaid leave, health leave) or during incapacity for work.
5. Applications to participate in the Project should be submitted to IRO by email to dwzz@ue.poznan.pl no later than 10 days before the planned date of mobility.
6. The application of a person applying for travel and funding under the Project must include the following documents:
 - 1) the application form, constituting Appendix 2 to this Regulation, including the consent of the direct supervisor for participation in mobility,
 - 2) CV,
 - 3) ex-ante questionnaire, constituting Appendix 3 to these Regulations,
 - 4) declaration of readiness to accept the Project Participant for a mobility stay, specifying the period of stay and signed by a person authorized to represent the host institution,
 - 5) In the case of participation in an international scientific conference as a speaker, panelist, or session chair:
 - a) an abstract accepted by the conference organizers, or
 - b) a poster (if applicable), or
 - c) other documents confirming acceptance of the presentation (e.g., an official confirmation from the organizers or the conference program including the Participant's name),
 - 6) a mobility program signed by the direct supervisor, specifying the date and place of departure, a description of activities and planned results (learning outcomes),
 - 7) persons coming to PUEB from foreign partner universities should additionally attach the following to their application:
 - a) a certificate confirming employment at the home university,
 - b) a scan of their passport or other travel document,
 - c) a visa/residence card (applies to persons from outside the EU),

- d) other documents required by Polish law.
7. The travel plan for inbound mobility to PUEB for representatives of foreign staff must be approved by the head of the organizational unit where the employee is employed.
 8. The GDPR information clause for Project Participants is attached to the application form.

§ 3

Recruitment rules and process

1. The recruitment process for participants in the Project is conducted on a competitive basis, based on formal verification and substantive evaluation of the application form, and its purpose is to select candidates who meet the objectives of the “PROM - Short-term Academic Exchange” Project.
2. The recruitment of candidates is carried out centrally, at the PUEB International Relations Office, and the recruitment process is conducted by a Recruitment Committee appointed by the Project Manager, consisting of representatives of the IRO, the Doctoral School, and academic staff. The Recruitment Committee is headed by its Chair.
3. If the Candidate is a member of the Recruitment Committee, another person will be appointed to evaluate their application for participation in the Project, and the Candidate will not take part in the assessment of their own application.
4. Communication between candidates and the Recruitment Committee takes place entirely via e-mail.
5. Applications are evaluated according to formal and substantive criteria by the Recruitment Committee specified in this paragraph.
6. The formal evaluation includes:
 - a) completeness of documentation,
 - b) timeliness of submission of the application form,
 - c) status of the student at their home university.
7. If the formal criteria are not met, the application will not be subject to substantive evaluation.
8. Each candidate may receive a maximum of 50 points in the substantive evaluation of the application. Candidates may only be accepted to participate in the Project if they receive at least 30 points.
9. The result of the substantive assessment of the application is calculated according to the following rules:
 - 1) Motivation to participate in mobility – assessment of the quality of the justification, compliance with the project objectives (development of academic and social competences, skills, knowledge in terms of the intended learning outcomes); clarity and consistency of the justification for participation in the project; connection of the planned mobility with the objectives of scientific, didactic or professional development; expected results and benefits, and the use of the acquired knowledge and skills for further academic and scientific activity – max. 15 points;
 - 2) Consistency with the objectives of the project and professional development – compliance of the planned mobility with the objectives of the PROM program, impact of activities on career development, competences, and international networks – max. 15 points;

- 3) Documented academic activity – publications (for PUEB staff, points are awarded for scientific publications listed in the Knowledge Base, in accordance with the applicable evaluation rules for the years 2023–2025), participation in projects, presentations at conferences and international events, confirmed by appropriate documentation – maximum 20 points.
10. The committee draws up a report on the evaluation, together with a justification for the number of points awarded, which is signed by all members of the committee.
11. The Commission shall decide whether to grant or refuse funding for mobility to a given Candidate on the basis of the correctness and completeness of the documents submitted and the result of the substantive assessment.
12. The Recruitment Committee shall draw up a ranking list of Candidates, including the number of points obtained in the recruitment process. On the basis of this list, funding under the Project shall be awarded to those who have obtained the highest number of points within the limits of available places.
13. If several candidates obtain the same number of points, the higher number of points obtained in the criterion “Motivation to participate in mobility” and then “Consistency with the objectives of the project and professional development” will determine the qualification.
14. If the number of applications with a positive assessment by the Recruitment Committee exhausts the amount of funds allocated in the Project for financing mobility, the Committee may create a waiting list.
15. If persons on the ranking list withdraw from participation in the Project, their places will be taken by the next persons on the reserve list, as decided by the Recruitment Committee.
16. The Recruitment Committee shall inform the Candidates about the results of the recruitment process for the Project, as well as about further formal and substantive requirements and the deadline for their completion.
17. In the event of a refusal to grant mobility funding, the Candidate shall receive a decision on the refusal, together with a justification signed by the members of the Recruitment Committee. A copy of the negative decision shall be sent to the Candidate by email within 7 days of its signing by the members of the Committee. The Candidate has the right to submit a request for reconsideration of the case to the Committee within 3 days of the date of delivery of the copy of the decision by email. The basis for submitting a request for reconsideration of the case may only be a violation of the conditions and procedure for issuing a decision on mobility funding. The Commission's decision following reconsideration of the case shall be final.
18. In order to obtain the status of Project Participant, the Candidate must fulfill all further formal requirements specified in § 4(1) and (2) of the Regulations in a timely manner. In the event of failure to meet the requirements, the Candidate shall be removed from the ranking list by the Recruitment Committee. The vacant place on the ranking list may be offered to the next person on the reserve list, following a decision by the Recruitment Committee.

§ 4

Rules for financing and implementing mobility

1. Each person qualified to participate in the Project is required to immediately create an account in the NAWA ICT system and complete the Project Participant form in the NAWA ICT system at



- <https://programs.nawa.gov.pl/applications/fers---projekt-nr-bpipro2025100002-2025-2026/new?fr-wizard-page=section-instructions> , and then send a .pdf file confirming that the form has been completed and submitted to dwzz@ue.poznan.pl. Completing and submitting the form is a prerequisite for signing the mobility funding agreement and confirms the effectiveness of registration in the Agency's system and readiness to join the Project. Failure to submit the completed form will mean withdrawal from participation in the Project.
2. Mobility is carried out exclusively on the basis of an agreement concluded between the Participant and the PUEB. The condition for mobility and the payment of funds is the signing, prior to departure, of the Agreement on Participation and Financing of Mobility, constituting Appendix 4 to these Regulations, which specifies the rules for the implementation and financing of mobility. The payment of the allocated funding is made in two installments:
 - 1) 90% of the total amount of support is paid to the Participant before the start of mobility,
 - 2) 10% of the remaining amount is paid after the end of mobility, provided that the Participant has completed all post-departure formalities specified in §6 and §7 of these Regulations.
 3. The Vice-Rector for External Relations at the Poznań University of Economics and Business is authorized to sign agreements within the framework of the Project.
 4. Persons qualified to participate in the Project receive individual support from the Project in the form of a lump sum to cover living and accommodation costs and a lump sum to cover travel costs. The rates are specified in Appendix 1 to these Regulations. Financial support based on lump sums does not have to cover the actual full costs of staying abroad.
 5. Persons qualified to participate in the Project also receive individual support from the Project in the form of a scholarship for each day of travel, including 2 days of travel. The scholarship rates are specified in Appendix 1 to these Regulations.
 6. Mobility of Project Participants who are PUEB employees takes place under the terms of paid leave as specified in Article 130(3) of the Act on Higher Education and Science.
 7. A PUEB employee qualified to participate in the Project is obliged to:
 - 1) submit a leave request for the purpose of the business trip in the XPrimer system (selecting the appropriate type of leave) and
 - 2) submit a cost-free travel request in the e-Delegacje system, based on the paid leave under Article 130(3) of the Act on Higher Education and Science, in accordance with UEP's applicable procedure, in order to ensure insurance coverage for the duration of the trip.
 8. A Project Participant who is an employee of PUEB is required to purchase, at their own expense, accident insurance (NNW) for the duration of the trip abroad and, if required by the host institution, also liability insurance (OC). UEP does not bear responsibility for the lack of insurance or for consequences resulting from insufficient coverage.
 9. A Project participant who is not an employee of PUEB is required to purchase health insurance and accident insurance (NNW) at their own expense for the duration of their stay abroad. The insurance should cover at least medical expenses (KL) and accident insurance (NNW) and, if necessary, if required by the host institution, also civil liability (OC). The PUEB is not responsible for the lack of insurance or for the consequences of its insufficient coverage.
 10. Project participants are required to arrange their own transportation and accommodation for the duration of the trip. The PUEB does not provide or finance transportation or accommodation costs



- for Project participants beyond the rates specified in the Regulations, nor is it responsible for any problems arising from their organization.
11. The University reserves the right not to be charged with any costs resulting from the stay abroad other than those specified in the Agreement between the Participant and the University. The Project Participant shall not receive any remuneration for activities undertaken during the stay abroad and shall not be reimbursed for any additional costs incurred in connection with his/her mobility in excess of the amount of funding received.
 12. Funding cannot be granted if, as part of the mobility program, the Participant has been provided with coverage of living expenses/accommodation/travel costs and/or has been awarded a scholarship from other sources. In the event of double funding for mobility, the Participant will be required to repay the entire amount of funding granted from the Project, together with statutory interest required in accordance with the rules of the PROM Program.
 13. The Project Participant is obliged to immediately return the funds transferred if they do not complete the mobility.
 14. After signing the Financing Agreement, the Participant is obliged to complete the mobility. The only exception allowing for the termination of the agreement is the occurrence of force majeure. Force majeure shall be understood as an event or combination of events beyond the control of the Participant that prevent or seriously hinder the performance of his/her obligations under the Agreement, which the Project Participant could not have foreseen and could not have prevented, and which he/she could not have overcome by completing the mobility with due diligence. In the event of force majeure preventing or interrupting participation in the project, the Project Participant should notify IRO immediately by e-mail, no later than within 3 working days of its occurrence. The occurrence of force majeure must be properly documented.
 15. Unauthorized resignation of a Project Participant from participation in the Project before the end of mobility or failure to complete mobility will result in the obligation to return all funding received.
 16. In particularly justified cases, at the request of the Participant, the Recruitment Committee may postpone the trip under the Project for which he/she received funding to another period, subject to paragraph 15.
 17. The mobility period may not exceed the period of employment and the Project implementation period.

§ 5

Evaluation of acquired competences

1. After completing their mobility within the Project, Project Participants are required to undergo verification of the effects of their participation in the Project in accordance with the rules and techniques for verifying learning outcomes and the acquisition of competences.
2. In order to verify the competences acquired by Project participants during mobility, an Evaluation Committee will be appointed by the Project Manager. The Committee will consist of independent experts who were not directly involved in organizing the trips or events. Its members will include representatives from the Research Department, the International Cooperation Department, as well as individuals with experience in evaluating international projects. Evaluation Committee is headed by its Chair.

3. In the process of verifying the learning outcomes related to the mobility of the Project Participant, the separation of functions between the education process and the process of verifying the acquired competences will be maintained.
4. The Evaluation Committee makes decisions by a simple majority of votes in a composition of no less than three members. In the event of a tie, the Chair of the Committee shall have the casting vote.
5. Minutes of the Evaluation Committee meeting shall be drawn up and signed by all members of the Committee.
6. The acquisition of competences will be confirmed by the issuance of a certificate by the PUEB containing the results of participation in the Project.
7. Participants may be subject to separate evaluation studies conducted on behalf of NAWA during and after the Project.

§ 6

Assessment of competences acquired as a result of participation in mobility

1. The competences acquired by Project Participants as a result of mobility will be assessed by the Evaluation Committee in accordance with the established standard of requirements expressed through expected learning outcomes, divided into three categories:
 - 1) Knowledge:
 - a) Understands the mechanisms of institutional cooperation in the areas of research, teaching, and project management in an international context. Learning outcome: The Participant can identify differences in educational systems and their impact on the learning process and project organization.
 - b) Knows the principles of intercultural communication and managing international teams. Learning outcome: The Participant can identify cultural barriers and adapt teaching methods and project collaboration accordingly.
 - c) Knows the principles of moderating academic discussions and conducting thematic sessions in an international environment. Learning outcome: The Participant can prepare the structure of a session, manage time, and engage participants in discussion.
 - d) Understands the standards for presenting research results at international conferences (presentation formats, poster sessions, panels). Learning outcome: The Participant can adapt the presentation format to the event requirements and audience expectations.
 - 2) Skills:
 - a) Can design and deliver classes in an international environment (online and on-site), using modern teaching methods. Learning outcome: The Participant effectively implements teaching in the COIL model and other hybrid formats.
 - b) Can create teaching materials in a foreign language, adapted to different cultures and educational levels.

- Learning outcome: The Participant prepares syllabi, presentations, and assignments in a foreign language in line with international standards.
- c) Can initiate and implement research and teaching projects with foreign partners.
Learning outcome: The Participant co-develops international educational and research projects.
 - d) Can present research results and best practices in a foreign language in the form of conference presentations, panels, and workshops.
Learning outcome: The Participant conducts thematic sessions, presentations, and discussions in a foreign language, following academic communication principles.
 - e) Can moderate a discussion panel in a foreign language, considering cultural and academic diversity.
Learning outcome: The Participant effectively leads discussions, asks questions, and summarizes conclusions professionally.
 - f) Can prepare and deliver a conference presentation in a foreign language using modern presentation tools.
Learning outcome: The Participant creates multimedia presentations, applies scientific storytelling, and engages the audience.
 - g) Can actively participate in research workshops, contributing substantively and proposing solutions to research problems.
Learning outcome: The Participant formulates methodological proposals and collaborates in developing project concepts.
- 3) Social competences/attitudes:
- a) Is open to innovative teaching methods and international cooperation.
Learning outcome: The Participant actively engages in experience exchange and implements new solutions in teaching and research.
 - b) Demonstrates a proactive attitude in developing academic networks and initiating joint ventures.
Learning outcome: The Participant establishes contacts with foreign universities and experts, initiating partnership projects.
 - c) Understands the importance of ethics and sustainable development in academic activities.
Learning outcome: The Participant considers ethical and social aspects in teaching and research processes.
 - d) Demonstrates the ability to build relationships in conference and workshop settings.
Learning outcome: The Participant establishes contacts with experts, initiates collaboration, and develops academic networks.
 - e) Is open to criticism and academic discussion in an international setting.
Learning outcome: The Participant responds constructively to questions and comments, using them to improve research.
2. Verification of learning outcomes will consist in particular of analyzing substantive reports together with certificates in terms of the degree of achievement of the Project's objectives with regard to the planned activities.

3. The assessment of acquired competences will be carried out by an evaluation committee on the basis of:
 - 1) Verification of participation in mobility:
 - a) In the case of participation in academic conferences, research workshops, and short training formats, the evaluation will be based on several key criteria, such as the scope and quality of academic activity during the conference (presentation, session moderation, panel participation), the relevance of the conference topic to the participant's research, effectiveness in establishing international cooperation, and the potential for applying the acquired knowledge in teaching or research projects at PUEB.
 - b) For employees participating in an International Staff Week, the committee will assess the level of engagement in activities, substantive contribution, openness to collaboration, and the potential for further developing institutional relations.
 - 2) Project implementation report (containing a description of the learning outcomes achieved, research results, and competencies acquired), constituting Appendix 6 to these Regulations,
 - 3) Increase in the number of points for answers given in the ex-post survey in relation to the ex-ante survey, constituting Appendix 3 to these Regulations.
4. The following criteria and scoring system are used to evaluate the learning outcomes of Project Participants:
 - 1) completion of the planned form of mobility confirmed by an appropriate certificate or attestation: 0-10 points;
 - 2) evaluation of the participant's report on the implementation of the project: 0-20 points;
 - 3) evaluation of the competences acquired: 0-20 points.
5. The maximum number of points that a Project Participant can obtain in the evaluation process is 50 points. In order to obtain a positive verification of learning outcomes, the Project Participant is required to obtain a minimum of 30 points.
6. The document confirming the acquisition of competences will be a certificate issued by the PUEB after an evaluation carried out by the Evaluation Committee in accordance with the NAWA template, containing detailed learning outcomes related to the acquired competences, together with information on the scope of mobility and the role of the Participant in mobility. The certificate may only be issued to a Project Participant who has completed the mobility in full and fulfilled all the obligations specified in these Regulations.
7. If a Project Participant does not obtain the minimum number of points, the Commission will issue an appropriate opinion on the matter. This will affect the Project Participant's future opportunities to participate in mobility projects.

§ 7

Settlement of mobility

1. After completing their mobility, Project Participants are required to complete the post-mobility formalities described in sections 2-3 below within 7 days of the end of their mobility, under pain of returning all funds paid.
2. Each Project Participant is required to provide the IRO with the following documents:

- 1) a certificate of mobility signed by a person authorized to represent the host institution, constituting Appendix 7 to these Regulations,
 - 2) a trip financing settlement form, constituting Appendix 5 to these Regulations,
 - 3) a Project implementation report, constituting Appendix 6 to these Regulations,
 - 4) an ex-post questionnaire, constituting Appendix 3 to these Regulations.
3. Each Project Participant is required to complete a survey as part of a study conducted by NAWA, which is available after logging into their NAWA account at <https://survey.nawa.gov.pl/ankieta/1300659/anonimowa-ankieta-dla-osob-uczestniczacych-w-projektach-nawa-fers.html>.

§ 8

Final provisions

1. These Regulations shall enter into force on the date of their publication.
2. In matters disputed and not regulated by these Regulations, decisions shall be made by the Rector of the PUEB.
3. The PUEB reserves the right to amend these Regulations.
4. By joining the Project, the Participant declares that they have read and agree to comply with the provisions of these Regulations.
5. The provisions of these Regulations may be amended by order of the Rector of the PUEB.
6. These Regulations have been drawn up in two language versions: Polish and English. In the event of any discrepancy between the language versions of the Regulations, the Polish version shall prevail.